



# FREDERICK COUNTY GOVERNMENT

## DIVISION OF UTILITIES AND SOLID WASTE MANAGEMENT

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## Welcome to Frederick County!

**If you are a business planning to lease space, here are a few important things to carefully consider.**

- 1) **Is the property served by Frederick County public water and/or wastewater?**  
If so, the Division of Utilities and Solid Waste Management (DUSWM) may be able to help with additional questions relating to your business plans. If you are not sure, please call 301-600-1179.
- 2) **Who is responsible for paying the capacity fees?**  
Unfinished leased space may indicate that the payment of water and/or wastewater capacity fees will be required as part of a tenant improvement (tenant fit-out).  
Finished space may require the payment of additional water and/or wastewater capacity fees, but it may depend on the previous Customer/Business type and the number of already-installed waste fixtures. (For example, a previous tenant had installed waste fixtures for their space, but there are not enough fixtures or there are different fixtures needed for the prospective tenant; this may result in the payment of capacity fees.)  
In either case, because DUSWM is not involved in the Owner/Tenant relationship, it is important to discuss with the Owner who is responsible for the payment of the capacity fees.
- 3) **Please contact us to verify the amount of paid fixture units available for the space/unit/suite.**  
Often, a property has many variables that affect the eventual calculation of capacity fees. It is important to ask questions of the Owner and to be up front about the information regarding payment of past capacity fees in your business planning.
- 4) **If the tenant (lessee) is responsible for completing improvements to either finished or unfinished lease space, what documents will the DUSWM need before a building permit is approved?**  
There are various agencies that must sign off on a building permit, but generally speaking the DUSWM will need signed/sealed floor plans (with kitchen plans, if applicable) containing a fixture schedule, plumbing riser diagrams, Industrial Waste Survey (completed by tenant), and the location of the monitoring manhole (as shown on approved improvement plans). Note: There are occasions when the installation of a monitoring manhole may be required in conjunction with a tenant fit-out.

Fixture unit values can be found in the Division of Utilities and Solid Waste Management's Water and Sewer Rules and Regulations (see the Appendices starting on Page 34) located on the County website at  
<http://www.frederickcountymd.gov/wsrulesandregs>

FY15 Capacity Fees are \$503.10 for water and \$702.20 for sewer per fixture unit. Capacity fees are subject to change July 1<sup>st</sup> of each year. Please contact this office for the current fees.

Please call 301-600-1179 or 301-600-2957 for more information or to ask questions.